



Michael J. Henry  
Director of Personnel

# LOS ANGELES COUNTY TRAINING ACADEMY

DEPARTMENT OF HUMAN RESOURCES  
ORGANIZATIONAL AND EMPLOYEE DEVELOPMENT DIVISION

*To enrich lives through effective and caring service*

August 19, 2003

To: All Department Heads

From: Michael J. Henry  
Director of Personnel

Subject: **INVITATION TO A RECEPTION FOR HONORING  
ACADEMY GRADUATES**

Enclosed is an invitation to a reception on Wednesday, September 10, 2003, from 1:00 p.m. to 5:00 p.m. at the Department of Public Works for recent graduates from the following Los Angeles County Training Academy Certificate Programs:

DIVISION CHIEF – *LEADERSHIP ESSENTIALS FOR COUNTY MANAGERS*  
SECTION HEAD – *MANAGING TODAY: A SKILLS APPROACH*  
HR STRATEGY – *BUILDING A STRATEGIC HR PARTNERSHIP*  
CONTRACT MANAGER/ANALYST – *LEADERSHIP THROUGH CONTRACT MANAGEMENT AND  
ADMINISTRATION*  
ADMINISTRATIVE ANALYST – *STAFF LEADERSHIP: ANALYTICAL TOOLS & TECHNIQUES*  
QUALITY & PRODUCTIVITY – *THE QUALITY-PRODUCTIVITY CONNECTION*  
FISCAL OPERATIONS – *FUNDAMENTALS OF FISCAL OPERATIONS*  
HUMAN RESOURCES TECHNICAL – *RECRUITMENT & SELECTION AND  
LEGAL ENVIRONMENT, EMPLOYEE RELATIONS AND DISCIPLINE*  
ADMINISTRATIVE INTERN

We will recognize the accomplishments of these employees for their dedication and hard work as well as the commitment of each department in their support of these programs. Your presence as a Department Head would be a tribute to County managers and employees who have completed their certificate programs. A listing of employees from your department who are being recognized is enclosed for your reference.

We would also like to thank you for supporting the Los Angeles County Training Academy and recognizing the importance and benefits that continued education and training can bring to the County, your employees, and our clientele.

Board of Supervisors  
Gloria Molina  
First District

Yvonne Brathwaite Burke  
Second District

Zev Yaroslavsky  
Third District

Don Knabe  
Fourth District

Michael D. Antonovich  
Fifth District

All Department Heads  
August 19, 2003  
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I hope that you will be able to join us to congratulate the employees who have made this program a success.

Please RSVP by Thursday, August 28, 2003, to Robin Suárez at (213) 738-2125, or [rsuarez@dhr.co.la.ca.us](mailto:rsuarez@dhr.co.la.ca.us).

MJH:TJH  
LT:JM:RAS

Enclosures

c: Each Supervisor  
Administrative Deputies

Invite to Dept Heads

LOS ANGELES COUNTY TRAINING ACADEMY  
4TH ANNUAL GRADUATION CEREMONY - SEPTEMBER 10, 2003  
LIST OF GRADUATES BY DEPARTMENT

DEPT #	DEPT NAME	GRADUATE'S NAME
100	Human Resources	BEGGANE, THOMAS P
100	Human Resources	BUENO - GONZALES, NORMA
100	Human Resources	CANALES, MARTHA M.
100	Human Resources	CARRILLO, ELIZA M.
100	Human Resources	CARROLL, ELLEN R
100	Human Resources	CHIU, DARIN H.
100	Human Resources	COLLIER, SYLVIA
100	Human Resources	DENNIS, LARRY J
100	Human Resources	ESPARZA, ERLINDA H
100	Human Resources	EVANS, ALEX M
100	Human Resources	FERNANDEZ, RHONDA D
100	Human Resources	FOWLER, SUSAN D
100	Human Resources	GEE, MELISSA E
100	Human Resources	GRIFFIN, ROCHELE A.
100	Human Resources	HAZEL, WANDA L.
100	Human Resources	HOPKINS, LINDA C
100	Human Resources	HUNT, ANGELA C
100	Human Resources	JOHNSON, JIM T
100	Human Resources	KUDO-LEE, SUSAN R
100	Human Resources	LENVIK, JON E
100	Human Resources	LEONG, DAVID F
100	Human Resources	LEUNG, BRIAN D.
100	Human Resources	LIRA, MARIA E
100	Human Resources	MACKAY, GIONNE K.
100	Human Resources	MCCAULEY, QUINN L.
100	Human Resources	MOGCK, MARY J
100	Human Resources	MURPHY, MARIA M
100	Human Resources	OMOTO, TAMELA M.
100	Human Resources	REGAN, KATHRYN E
100	Human Resources	REVELES, VERONICA L
100	Human Resources	SUND, PAMELA A
100	Human Resources	SUNDAY BROWN, HANAKO L
100	Human Resources	URAIZEE, REHANA S
100	Human Resources	WANG, SUE J
100	Human Resources	WONG, BURTON T
100	Human Resources	WONG, CHRISTINE N

Gloria Molina  
First District

Yvonne Brathwaite Burke  
Second District

Board of Supervisors

Zev Yaroslavsky  
Third District

Don Knabe  
Fourth District

Michael D. Antonovich  
Fifth District

Michael J. Henry  
Director of Personnel

# an Academy Special Event...

We cordially invite you to our fourth annual reception for graduates of the Academy's certificate programs. Join us for an afternoon where we recognize you and your colleagues for completing a certificate program this past year.

Welcome Michael J. Henry  
Director of Personnel

Congratulatory Comments David E. Janssen  
Chief Administrative Officer

Keynote Speaker Deone Zell, Ph.D.  
Assistant Professor of Management  
CSU, Northridge

Presentation of Classes

Reception

Wednesday, September 10, 2003 • 1:00 pm to 5:00 pm  
Department of Public Works Headquarters  
Conference Room C  
900 South Fremont Avenue  
Alhambra, California 91803

PLEASE RSVP BY AUGUST 28, 2003  
ROBIN SUAREZ  
RSUAREZ@DHR.CO.LA.CA.US  
213.738.2125

*Graduate Reception*